



Rental Policy and Fees for IH Managerial Club

- **Age Requirement:** Must be at least 21 years of age to rent any Park and Recreation facility.
- **Photo ID Required:** All applicants must provide a valid photo ID in order to rent any Park and Recreation facility.
- **Type of Meeting:** All meetings, lectures, fund raising activities, door charges or sales of any items must be approved by the City in advance.
- **Rental Availability:** First Come First Serve Basis: Based on the date of deposit and application. Rentals shall be up to a maximum of eight (8) consecutive hours on weekdays and twelve (12) consecutive hours on weekends.
- **Wednesdays:** The building is reserved for IH managerial members from 9 a.m. until 4 p.m.
- **Applications and Cancellations:** Rentals can be made twelve (12) months in advance and must be accompanied by a completed rental application and \$300 deposit for rental within five (5) working days after initial contact regarding desired date. Balance must be paid two (2) weeks prior to reserved date.

Cancellations must be made three (3) weeks prior to rental date for a refund of amount paid at time of reservation minus a \$50 cancellation fee which covers processing and administrative costs.

- **Deposits:** Deposits will be collected for the purpose of clean-up, security (or security personnel), and rental, a refundable fee of \$300.
- **Renter:** Renter is responsible for any damage done to the facility, any furnishings, or other damages to the premises.

Please Note: The City Manager or a designated representative reserves any and all rights to attend any function at any time to monitor facility policy and procedures. Also, the Responsible Person and all guests, invitees and agents shall assume all risks of use. The Responsible Person(s) shall indemnify, defend and hold harmless the City from any claims, demands, expenses, attorney fees and liability arising out of the Responsible Person's use. The Responsible Person(s) further agrees that the City shall not be liable in any way for any matter, cause, action or omission with respect to the pavilion and park area or the adjoining areas and grounds and that the City is hereby released and discharged from any and all liability of any kind with respect thereto. City and Responsible Person(s) are not partners, joint ventures, principals, agents or otherwise related in any way.

If the event is attended by 100+guests and/or alcoholic beverages are served, you will need proof of insurance for the event. This can be obtained through your private insurance or information on event insurance is available at www.lakelandtn.gov on the Parks and Recreation page. (The City of Lakeland has no relationship with the event insurance providers.) Insurance required per this facility use policy must be secured no later than two (2) weeks prior to reserved date.

Alcohol may be provided by the renter; however, no alcohol can be sold on property. Renter is liable for all persons attending their event.

Please observe the following IH Managerial Club rules:

- The IH Club is a **non-smoking facility**. Smoking is prohibited in the building (smoking outdoors must be 25 feet from entrance).
- No firearms shall be permitted on the premises.
- Tables and/or chairs are not permitted on the dance floor.
- Decorations: Tape, pushpins, nails, and/or staples may not be used on walls or ceilings. All decorations must be removed by the renter.

Waste Disposal: All renters who serve any beverage or food must place all trash pertaining to such in trash bags and place in outside bins. The City will furnish trash bags. Please recycle aluminum cans and plastic bottles in the appropriate containers.

Fees and Deposits

Weekend Rentals: Friday & Saturday

- Security/Cleanup Deposit - \$300
- Rental fee - \$700
- Total fee - \$1,000
- Up to six (12) consecutive hours

Weekday Rentals: Sunday – Thursday

- Security/Cleanup Deposit - \$300
- Rental fee - \$500
- Total fee - \$800
- Up to six (8) consecutive hours

Clean up Deposit:

- The deposit is refundable and shall be mailed to the Responsible Person listed on the application at address provided on the rental application with no exceptions.

Addendum

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- **Proof of insurance and your remaining balance is required two (2) weeks prior to the date of the rental event. Should the City of Lakeland not receive both proof of insurance and the remaining balance within this time period, the event will be cancelled.**
- **NO public invitations, admission fees, selling tickets, or Facebook invitations to any rental event are permissible without prior approval from the City Manager or designee.**
- **Alcohol cannot be sold but can be served at the event with proof of insurance.**
- **Maximum occupancy due to parking should not exceed 160 people. Contact City Hall to request additional accommodations for parking on a per case basis approved by the City Manager or designee.**
- **Please include the time prior to the rental event needed for decorating on the rental agreement. Security must be in the building during the entire time of the event. No entrance to the building will be allowed without Security present.**
- **Please note that all rentals should conclude by 1:00 a.m. unless arrangements are approved in advance, which may require additional fees to cover the additional costs.**

Signature:

Date:

Staff Signature:

Date: